



Administrative Policies and Procedures: 7.5

Subject:	Information Technology Projects
Authority:	TCA 37-5-106
Standards:	None

Policy Statement:

Information technology **projects** will be proposed to, approved and monitored by the Department of Children's Services (DCS) Executive Core Leadership Team (CLT). The CLT may establish other teams as necessary to perform these functions for particular types of requests.

Purpose:

To ensure that:

- Department staff has a standard method to request information technology applications,
- Project Proposals are reviewed and approved by the CLT, and
- The DCS Budget Office identifies and approves funding sources for initial and operational costs of the project.

Procedures:

A. Preliminary Project Proposal	<ol style="list-style-type: none">1. The requesting division will complete the Information Systems Preliminary Project Proposal (CS-0669) form for new information technology projects.2. The proposal will be submitted to the responsible Executive Director for review and approval.3. The Executive Director of the proposing division will present the Project Proposal to the CLT (or designated committee). If an immediate review is required, a special meeting may be called. Alternatively, the Executive Director of the proposing division may distribute the request to the CLT (or designated committee).4. The CLT (or designated committee) will consider the project's benefits and how it supports the Department's business.5. Approved projects will be forwarded to DCS Office of Information Systems (OIS).
--	---

B. Project Proposal	<ol style="list-style-type: none">1. DCS OIS will work with the proposing division to develop a Project Proposal using the templates provided by the State's Office for Information Resources (OIR).2. The DCS OIS Director of Budget and Planning will review the completed Project Proposal.3. If the project requires additional funding, the proposing division will meet with the DCS Budget Office to identify potential funding sources.4. The proposing division will present the Project Proposal to the CLT (or designated committee). If an immediate review is required, a special meeting may be called. Alternatively, the Executive Director of the proposing division may distribute the request to the CLT (or designated committee) electronically.5. The CLT (or designated committee) will consider the costs and benefits presented in the Project Proposal to determine if the project should be initiated.6. The CLT (or designated committee) will prioritize an approved project based on other active and pending technology projects.7. The CLT (or designated committee) will approve the Project Sponsor. This individual will have management responsibility for the business activities required by the project.8. Approved Project Proposals will be submitted by OIS to the State's Information Technology Assessment and Budget Committee (IT-ABC) for review and approval.
C. Project Initiation and Monitoring	<ol style="list-style-type: none">1. The Project Sponsor and OIS will initiate an approved project at the appropriate time.2. OIS will provide the CLT and other interested parties with regular updates on the status of all approved technology projects.

Forms:	<i>Information Systems Preliminary Project Proposal (CS-0669)</i>
Collateral Documents:	<i>State of Tennessee Information Systems Planning Guidelines</i>